

ABVM Board of Total Catholic Education
August 2011 Meeting Minutes
(rough draft)

Date: Tuesday, August 16, 2011

Time: 7:00pm

Place: St. Clare Room – Lower Level of Church

- I. **Opening Prayer** – Led by Kathy Treankler
- II. **Roll Call** - Fr. Finian Zaucha, Deanne Wilinski, Charlie Jonas, Peggy Linzmeier, Kathy Treankler, Tracey Szymanski, Amy Wasielewski, Sara Burdette, Julie Murphy
 - a. Members excused: Ron Lenz, Craig Sampo
- III. **Approval of Agenda**

Motion made to approve agenda with the addition of adding Uniform Policy discussion to New Business. Motion carried.
- IV. **Open Forum** – no items
- V. **Guests**

Pamela Janssen, Adult Faith Formation Coordinator
Pam provided group with a written report. She informed the group that she is open to any suggestions from Total Board members to meet spiritual needs of adults.

Audrey Albright, All Day Preschool Teacher
Audrey has 11 pre-k students enrolled at this time. She also takes in the wrap-around care students after they attend their 4K session. Audrey suggested that the Board should review more ways to get the word out about the Pre-School program. A marketing plan is crucial. Parents and the community need clarification about the programs ABVM offers.
- VI. **Approval of Minutes** – motion made, June 2011 Minutes approved
- VII. **Monthly Financial Statements** – motion made to approve; motion carried.
- VIII. **Old Business**
 - a. Election of Officers for 2011-12: Board welcomed Peggy Linzmeier, newest Board member serving a 1 year term as a replacement for Mark Linzmeier. Kathy Treankler accepted President; Tracey Szymanski accepted Secretary.
 - b. All Board members present signed and initialed Code of Ethics.
 - c. 3000 Policy Review was moved to September 2011 agenda to review reading two.
 - d. Board provided clarification regarding Family Tuition discount rate. The discount applies to the eldest student in grades K-5. The discount was not intended to apply to preschool aged children.
 - e. Grace feasibility update presented by Deanne. See Grace Expansion Proposal handout dated June 1, 2011, provided by Deanne. Reports on Grace expansion proposal that contained tentative timelines and schedules for Grace Board of Trustees.
- IX. **New Business**
 - a. Introduction of New Board members and Pastor:
 - i. Peggy Linzmeier, Julie Murphy, Sara Burdette and Fr. Finian Zaucha.
 - b. Accreditation Goals for 2011-12
 - i. The Board reviewed the goals. Deanne explained to the Board members what the long range plan is and how the school became accredited.
 - c. Uniform Policy
 - i. Kathy presented a request to the Board to make a decision on possibly

moving forward and exploring a policy implementation for a Uniform policy. Discussions by the Board included conducting surveys with school families and based on the surveys, conduct a forum. Discussion will be held in future meetings.

X. **Reports**

- a. Deanne's Education Report (also see handouts):
 - i. Enrollment is down about 8 from last year due to a large class graduating in 2010-11.
 - ii. Board was provided a Retreat & Sacrament Information handout and schedule. Religious Education begins September 11, 2011 (Parent meeting). First speaker on October 9, 2011. See Deanne's schedule.
 - iii. Open House – BTCE encouraged to attend on _____.
 - iv. Board members received a copy of the Anti Bullying Procedures for ABVM students. All students and parents will be informed of this update and it will be in the handbook.
 - v. Staff Updates – Mrs. Lemke is leaving. Ms. Sams is new 4th grade teacher. Robin Doell Tues/Thurs Aide for morning pre-school.
- b. Committee Reports:
 - i. Kathy explained responsibilities of all the committees to the Board members. Board needs members on Finance Committee and Policy Committee. Further discussion by the Board is needed in regards to fundraising and looking at all components of fundraising.
 - ii. Mark Linzmeier is removed from the Finance Committee. He is able to attend, but unable to vote. The meetings are held the third Monday of every month.
 - iii. Julie Murphy volunteered to serve on the Wellness Committee.

XI. **Announcements**

- a. Next Board Meeting is September 20, 2011
- b. Topics for discussion at future meetings:
 - i. Old Business:
 - 1. Second reading of policy hand outs from August 2011 meeting
 - 2. Family Discount review
 - ii. New Business:
 - 1. Uniform Policy
 - 2. Streamline Meeting format (being prepared & productive) - Kathy
- c. Prayer for September 2011 – Deanne

XII. **Executive Session**

XIII. **Evaluation of Meeting**

XIV. **Adjournment**

XV. **Closing Prayer** – Kathy Treankler